

GENERAL GUIDELINES FOR APPLICANTS

2005 EXTERIOR MAINTENANCE GRANT

1. All applicants must be owners and occupants of the subject property/dwelling.
2. Applicants must meet the income guidelines laid out for low to moderate income. Single applicants may earn up to \$33,700 annually. Two-person households may earn up to \$38,550; three-person households may earn up to \$43,350, and four-person households may earn up to \$48,150. Income guidelines for larger households are adjusted accordingly.
3. Eligible applicants must live in the ITA (Improvement Target Area) as defined by Cuyahoga County. A map of the ITA is included in the packet, which you can pick up either from City Hall (Building Department) or the Ellenwood Recreational Center. **Please call first to see if we have the packets in (tentatively the first week of April).**
4. Work that is eligible for funding includes but may not be limited to the following *exterior* items: roofs, siding, windows, doors, gutters & downspouts, porches, steps, chimneys, exterior trims. Work that is ineligible for funding includes such items as: concrete walks or driveways, bushes or shrubbery, fencing, garages or lawn buildings, any interior improvements.
5. Certain improvements, including roofs or masonry repairs, may be performed by any qualified, registered contractor. **All other types of improvements** must be performed by contractors that are included on Cuyahoga County's approved list of lead-certified contractors. This includes any type of window or door replacement, siding or painting, or repairs or alterations to any aspect of the dwelling except the masonry or roof. The list of approved contractors is attached to this application.
6. All types of income or assets must be included in your application package. This includes income from savings or retirement accounts, Social Security, pensions, wages or tips, or any other sources. Information must include last year's income in addition to any pay stubs or receipts from 2004.
7. Applicants should try hard to get at least two estimates for their work. Estimates should be as itemized as possible in case it becomes necessary to consider only certain portions of the work for funding.
8. **Important Note:** Completed applications will be accepted at the Building Department sales counter in the City Hall building **ONLY** from 8:00 am on Monday, May 31, 2005 through the close of business on Friday, June 10th, 2005. The Building Department will remain open for business on Thursday, June 9th, until 7:00 pm for the convenience of applicants whose work schedule prevents them from getting to City Hall during regular business hours. No applications will be accepted either before or after those dates. No exceptions to this rule will be considered. Applications will be judged and grants awarded based on financial need and the condition of the subject dwelling, **NOT** on a first-come, first-served basis.
9. Feel free to call the Building Department at **440-735-6530** with any questions.